



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
शैक्षणिक अनुभाग /Academic Section

15-62/2025-Acad/Minutes-69th

दिनांक/dated. 31 July, 2026

कार्यालय आदेश सं./Office Order No. 444 / 2026

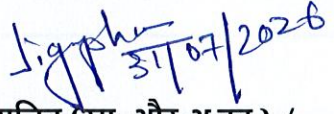
Senate : 69th Meeting held on 13th April, 2026
Sub. : Modification in existing Leave rules for **Post Graduate** Programmes (i.e. **M.Tech & M.Sc.**) -reg.
Ref. : Agenda Item No. 69.A.C.1

The undersigned is directed to convey that the Senate has approved the **modification in existing leave rules for Post Graduate Programmes** as detailed below:-

- 1) The existing provision of Casual Leave and Medical leave has been replaced with a single category leave i.e. **Personal Leave**.
- 2) PG Students are eligible for Personal leave in an Academic Year including medical leave as detailed below:

Programme	Leave Entitlement
M.Tech.	30 days (15 days per semester)
M.Sc.	20 days (10 days per semester)

- 3) Unutilized leaves of Autumn Semester shall be carried forward to the Spring Semester in a particular Academic Year. Any unutilized leave at the end of the academic year shall lapse and shall **not** be carried forward.
- 4) Heads of the Department /School shall sanctions the leaves on recommendation of the Supervisor/Faculty Advisor.
- 5) A maximum of five (5) working days of personal leave is allowed at a stretch. In exigencies, HoD/HoS can approve longer duration.
- 6) Saturdays /Sundays / notified holidays during the leave periods are counted towards leave except when these are prefixed or suffixed.
- 7) The above mentioned leave rules will be applicable w.e.f Academic Year 2026-27.


सहायक कुलसचिव (स्ना. और अ.का.) /
Assistant Registrar (PG & RP)

सेवा में/To

Committee Members

प्रतिलिपि/Copy to

1. Chairperson, Senate
2. All Members of the Senate
3. All Heads of the Schools/Departments
4. Faculty Members
5. PS to Director
6. PS to Registrar
7. Office Order file
8. Senate File

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